



ROLE PROFILE

Job Title:	EBM Fundraising Officer
Responsible to:	Head of Business Development
Responsible for:	Volunteer Fundraisers
Date:	September 2017
Salary:	Salary range between £24,000 p.a. to £30,000 p.a. depending on experience and skills
Hours:	37.5 hours per week
Annual Leave:	20 days p.a. plus 12 days public holidays p.a.
Probation:	A six month probationary period is effective
Healthcare:	Westfield Health Care after successful completion of probationary period

Job Purpose: The Fundraising Officer will be responsible for maximising fundraising and developing fundraising activities for EBM.

Responsibilities:

- Motivating and facilitating supporters to maximise the funds they raise
- Inspiring new supporters to raise money, while maintaining and developing relationships with existing supporters
- Organising traditional activities, such as sponsored outdoor events and house-to-house collections of donated goods and money
- Developing new and imaginative fundraising activities, many of which involve organising events
- Raising awareness of EBM and its work at local and national levels, e.g. by giving talks to groups or seeking photo opportunities with the media
- Developing and coordinating web-based fundraising, online auctions and merchandise sales
- Increasing funds by researching and targeting charitable trusts whose criteria match the EBM's aims and activities
- Developing and implementing a strategy for individual and corporate supporter recruitment and development
- Recruiting, organising and managing fundraising volunteers to carry out various functions
- Overseeing corporate fundraising, including employee giving and matched giving from employers

- Managing and updating databases to record donor contact and preference information
- Writing applications and mail-shots, using direct mailing and Social Media to reach a range of potential and current donors
- Making risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success
- Achieving annual fundraising targets as set
- Liaising effectively with other EBM projects and partners as required
- Representing and promoting EBM positively at external and internal functions as required
- Adhering to EBM policies and procedures as required
- Any other reasonable duties within the post-holder's capacity

Personnel Specification

Essential

- Minimum of 2 years' recent experience in a fundraising role
- Experience of organising a wide range of fundraising events and initiatives
- The ability to build and maintain relationships
- Creativity, imagination and an entrepreneurial attitude towards fundraising
- A proactive attitude, drive and enthusiasm to carry out projects to conclusion
- The ability to influence others with excellent oral and written communication skills
- The capability to work under pressure and meet deadlines
- The ability to meet financial targets and to work within budgets
- Good organisational and project management skills
- The ability to motivate others and work as part of a team
- Resilience, particularly when faced with setbacks
- Sensitivity to the needs of volunteers and donors
- A willingness to carry out a range of administrative tasks
- Ability to work outside normal office hours as required from time to time
- Clean current driving licence and access to a car. This criteria will be waived in the event of disability when the job holder can demonstrate the effectiveness of alternative transport arrangements
- Commitment to the ethos of East Belfast Mission and the Methodist Church in Ireland

Desirable

- Experience of managing volunteers
- Experience of public speaking
- Experience of managing Gift Aid donation

EBM is an Equal Opportunities Employer